

To whom it may concern:

I hereby confirm that, as part of my role as interviewer/transcriber for the project called: The power of design on flexible learning and digital network literacy.

I will abide by the following conditions:

1. All information concerning this project, including names and contact details of participants, and any details of participant's written and oral responses, will be kept confidential and supplied only to the researchers.
2. Information linking responses to individual participants will be kept confidential. I will use a coding system to ensure participants' anonymity when supplying data to the researchers.
3. Any audio recordings of focus group interviews made for transcription purposes will be stored in a locked filing cabinet accessible only to me, and I will destroy them at the end of the project.
4. All digital data, including tape transcripts, will be stored in password-protected files on a secure network.

Yours sincerely,

Name of interviewer or transcriber: _____

Signed: _____

Researcher signature: _____

Date: _____